UCD REGISTRY

Summer Trimester 2019/20 Online Exams

This email has been circulated to: Heads of Schools, Deans of Programmes, Graduate School Directors, VPs for Teaching and Learning

CC: School Administrators, Programme Office Directors, Programme Managers, Graduate School Managers, School Managers

Dear Colleague

I wish to draw your attention to a number of important items below in relation to the 2019/20 Summer Trimester Online Exams schedule and collation of Spring exam papers. Please forward this email to any relevant faculty and staff in your School.

Kind Regards,

Karen McHugh
Director of Assessment
UCD Registry

Summer Trimester Online Exam Timetable

All modules that are indicated to have a Summer 2019/20 'End of Trimester Exam' or a Summer Trimester 'Terminal Resit' in the here will be timetabled by Assessment.

Exams will be scheduled by Assessment in two daily slots at 9am - 1pm and 2pm - 6pm. Module Coordinators will be responsible for confirming the exact start/end time and duration to their students.

Exams scheduled by Assessment are for timed online exams only. Alternative assessments such as take home assignments with a submission deadline do not require a scheduled exam slot in the timetable.

Any queries in relation to preparation of the schedule can be directed to examlogistics@ucd.ie

Summer Trimester Scheduling Timeline

Friday, 3 July - any omissions from the Curriculum Management System (CMS) for possible inclusion in the timetable should be submitted to examlogistics@ucd.ie. A reminder that requests to amend assessment strategies will also require approval as an exemption on the basis of exceptional circumstances.

Tuesday, 7 July - DRAFT Spring Trimester Online Exam Timetable (for staff review only) will be available to view on the Assessment website through the staff intranet. The timetable will be prepared to ensure an optimal exam schedule spread for students. Please note for this trimester there will be only one draft timetable circulated.

On this date the 'Exam Timetable Exceptional Change Request Google Sheet' for your School will be shared with your School staff contact.

Wednesday, 8 July - Any modules that do not require an online exam time and are required to be removed must be submitted by close of business using the 'Exam Timetable Exceptional Change Request Google Sheet'.

Friday, 10 July - The final Summer Trimester Online Exam Timetable will be published to students by Assessment. Individualised timetables will be available to students in SIS web shortly thereafter.

Tuesday 4, August- Saturday 8, August - Online Summer Trimester Exam Session

Summer Trimester Exam Question Papers

If you wish to have your Spring Trimester exam papers for exams which took place between the 5-23 May 2020 uploaded to the exam paper archive please email your paper to examlogistics@ucd.ie by 4 August.

Assessment will be in contact with you again to advise how exam papers for the past paper repository will be collated for the Summer Trimester.

Useful Resources and Contacts

The full resource on Alternative Assessment is on the UCD T&L Teaching Continuity Measures webpage

Teaching and Assessment FAQ's are available on the UCD website

Up to date advice on Coronavirus / Covid 19 for UCD staff and students can be found at all times at the following link

examlogistics@ucd.ie   Tierney Building

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